

Facility Available for Public Use



Minute Man National Historical Park Samuel Brooks House



Contact: Diana Shiba (978) 318-7823



Recent cultural landscape and historic structures rehabilitation work has been performed along the Battle Road. Today, the Samuel Brooks house is available for use by the general public for permitted functions such as corporate retreats, small weddings & other events. The park's function manager will see that your special event runs smoothly in a manner that complies with conditions of the National Park Service and ensures the preservation of the historic structure. Please read the rules and regulations to determine if they will correspond with your event plans.

HISTORY

Located in Minute Man National Historical Park in Concord, Massachusetts, the Samuel Brooks House was built in 1733 in an area that was farmed by the Brooks family as early as 1652. Samuel Brooks, a member of the Continental Army, lived in the house on April 19, 1775 at the time of the Concord and Lexington battle. The house is a two-and-one-half-story, side-gable Colonial-style building set on a fieldstone foundation. Continuing east and entering Lincoln, are three buildings associated with members of the Brooks family. Noah Brooks Tavern, Job Brooks House and Joshua Brooks House.

Samuel Brooks Facility

Capacity: Maximum 50 persons
House: 50; House & Yard: 50

Available Use:
Day & Evening

Floor Plan:
1st Floor: Front door opens to east and west rooms with fireplace details & wood floors, North side rooms consist of a small and medium-sized room leading to updated kitchen and ½ bath off of the kitchen
2nd Floor: A central hallway connects all five rooms. Room sizes are small to medium.

Bride's Room: Located on the 2nd floor, east side of the house.

Restrooms: One ½ bath located on 1st floor; one full bath located on 2nd floor.

Samuel Brooks Facilities (con't)

Parking:
Sam Brooks Lot:
20 spaces
overflow parking may be available

Caterer Facilities:

- Drive up access to kitchen entrance
- New kitchen accommodates event uses

Available for Use:

- 50 folding chairs
- 4-60" round tables (each table seats 8)
- tentable yard area (tent not included)

Interpretive Programming: See Educational Programs for information on available interpretive programming for your event.
NOTE: Battle Road Interpretive Trail can accommodate a ranger-led walking tour from the Samuel Brooks house to the historic Hartwell Tavern...A short walk into "living history".

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RULES AND REGULATIONS

HOUSE ACCESS: A Special Use Permit for events at the Sam Brooks House may be scheduled for a maximum of four hours. Hours specified in the Special Use Permit are the ONLY hours permittee, guests and those associated with the event can be in the house. Set-up, breakdown and photos will not be allowed prior to or after the hours specified in the Special Use Permit. Please plan accordingly.

- Additional hours may be scheduled at an additional cost.

SET-UP, BREAKDOWN AND CLEAN-UP: Permittee is responsible for all set-up, breakdown and cleaning to return the premises to condition prior to event. This includes but is not limited to set-up and breakdown of all decorations, chairs and tables. Clean-up includes floors, appliances, countertops and all rooms used and trash removal within the time specified in the Special Use Permit. Permittee is responsible for bagging and removing all trash from the park. In the event that trash is left behind, permittee will be billed \$65.00 per hour staff overtime for removal of trash and/or clean-up associated with the event. Cleaning equipment & supplies are provided.

DESIGNATED EVENT COORDINATOR: Prior to issuance of a permit, we require that the event coordinator be named to take care of the planning prior to the event & on-site logistics on the day of your event. The event coordinator is expected to communicate with the park function manager prior to the event to address your function needs. The event coordinator must be present from set-up to breakdown on the day of your function to insure guidelines are followed and communicated to persons associated with the function and clean-up, such as caterers, bartenders, etc.

ITEMS NOT PERMITTED IN THE HOUSE OR ON PARKLAND: To protect parklands and wildlife, the releasing of balloons, doves or butterflies and the throwing of rice, birdseed, flower petals or other natural or artificial materials is not allowed.

DIRECTIONAL SIGNAGE: Affixing any directional signage must be approved in advance. The park's function manager will be happy to provide you with written directions and maps or you may download them from our [park map website](#).

FOOD and BEVERAGE: Caterers must submit required proof of being licensed and insured. Alcohol of any kind must be served by an insured bartender with sufficient liquor liability insurance (\$1million per individual/\$1million per incident). All items carried in must be carried out. See Special Use Permit.

DECORATIONS: Decorations, including flowers, must be discussed prior to the issuance of the Special Use Permit. Self-standing flower arrangements, in a vase that will not spill if tipped over is permitted. The use of tape, staples, tacks or nails to affix any materials or decorations to the house is not allowed. This includes but is not limited to walls, doors, and floors.

NO OPEN FLAMES: Candles, fires and all other forms of open flames are prohibited in the house and on parklands.

MUSIC: Amplified music is not allowed.

PARKING: Parking is available to all park visitors on a 1st come 1st served basis. Generally parking is available, but is not guaranteed. Sam Brooks Parking Lot has room for 20 cars. Permittee may have to carpool or shuttle guests in order to comply with this parking limit.

SMOKING: Smoking is prohibited inside the Sam Brooks House.

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COSTS

TOTAL COST: \$500.00 (see following for cost breakdown)

SECURITY DEPOSIT: \$100.00 (returned by mail after event if no damages to the premises or cleaning of the premises is needed) Permittee responsible for damages in excess of deposit.

LAW ENFORCEMENT COSTS:

An additional charge may be assessed for:

- Uniformed Staff: If use requires overtime uniformed presence.
- Uniformed Staff: If uniformed staff is required to direct traffic and facilitate parking (minimum charge is \$100; we will discuss with you)

REHEARSAL COSTS AND SCHEDULES:

- Tuesdays and Fridays 1pm to 5pm: With a Special Use Permit, a maximum of one hour logistical planning time with the park function manager is granted at no additional cost.
- All other times: \$65.00 per hour.
- Weekends/Holidays: \$260.00 minimum charge. (up to two hours).

ADDITIONAL HOURS: Additional hours beyond time specified in the Special Use Permit for ceremony may be scheduled at \$125.00 per hour. Set up for permitted events may begin at _____. Clean up following permitted event must be completed by _____.

CANCELLATION AND REFUNDS:

- \$100.00 of the administrative cost is non-refundable (no exceptions).
- **If the reservation is cancelled less than 30 days prior to the scheduled event (no exceptions):** A total of \$200.00 administrative cost is non-refundable.

RESERVATION PROCEDURES

We accept reservations. To place a date on hold, call the park's function manager at (978) 318-7823. At this time your request will be entered on to our event calendar and the date will be held for two weeks. Our office must receive the application and \$250.00 administrative cost by the end of the two-week period or the date will be released. Upon receipt of the application and administrative cost a Special Use Permit will be mailed or faxed to you. The remaining balance of \$250.00 plus a \$100.00 security deposit is due one month prior to the event.

- ☐ A tour of the Samuel Brooks House is by appointment only. See our park homepage at www.nps.gov/mima for park information.